Circular No. 3025—32, *dated 8th September* 1910.

In inviting the attention of Deputy Commissioners, Assistant Commissioners and Amildars to Government Order No. R. 7735-43—L. R. 132-09-3, dated 9th May 1910, referring to Government Order No. R. 2093-100, dated 16th November 1901, regarding the preparation and scrutiny every month of list of papers pending in the office of Amildars, Sub-Division Officers and Deputy Commissioners, the Revenue Commissioner desires to state that in his inspection of the districts made recently, he found that instructions contained in Government Order of 1901 have not been given effect to in any of the offices. The consequence is that numerous instances of inordinate delay in the disposal of petitions and other references escape notice and at present there is hardly any means of periodical scrutiny of long pending papers. It is therefore requested that the instructions of Government will be strictly adhered to. In future the monthly lists retained in the office according to the above order of Government, should invariably be submitted to the undersigned when he inspects the office of the Deputy Commissioner and those subordinate to him.

2. In addition to the above, on 1st July and 1st January of every year every Sub-Division Officer and every Deputy Commissioner is requested to prepare in the subjoined form a list of papers pending for more than three months and submit it direct to the Revenue Commissioner.

3. The Revenue Commissioner will return these lists with his remarks thereon.

4. It should be distinctly understood that references should come in the order of the dates of their inception and should, under no circumstances, be allowed to merge in any intermediate communication regarding the same.

5. The lists received from the Sub-Division Officers will be returned to them through the Deputy Commissioner of the district.

6. The lists should be submitted so as to reach this office before the end of February and August respectively.

7. The first lists according to this Circular for 1st January 1911 will be due in this office before the end of February 1911.

8. This circular has been approved by Government with the observation that the orders of Government of 1905, abolishing the list of unanswered references submitted to Government, were not intended to abrogate the orders of Government of 1901, regarding the preparation and scrutiny of arrear lists in the Deputy Commissioner's, Sub-Division Officer's and Amildar's offices.

A. RANGASWAMI IYENGAR,
Revenue Commissioner.

(1) List of papers received from the Deputy Commissioner or Amildars pending for more than three months in the office of the Sub-Division Officer,.....Division :—

Serial No.	Forwarding Officer's No.	Date	Subject matter in brief	Explanation briefly for the delay

(2) List of papers submitted to the Deputy Commissioner from the office of the Sub-Division Officer.....Division pending with the Deputy Commissioner for more than three months :—

Serial No	Sub-Division Office No.	Date	Subject matter in brief	Remarks

(3) List of papers received from the subordinate offices in the Deputy Commissioner's Office pending for more than three months :—

Serial No.	Forwarding Officer's No.	Date	Subject matter in brief	Cause of delay

(4) List of papers received in the Deputy Commissioner's Office from the Government and the Revenue Commissioner, pending for more than three months :—

Serial No.	Forwarding Office No.	Date	Subject matter in brief	Cause of delay

(5) List of papers submitted to Revenue Commissioner and pending in the Revenue Commissioner's Office for more than three months :—

Serial No.	Deputy Commissioner's Office No.	Date	Subject matter in brief	Remarks

N.B.—The subject matter should be very brief and need not be a reproduction of the entries in the "from and to" registers.

The order of Government of 1901 is printed below for ready reference.

Proceedings of the Government of His Highness the Maharaja of Mysore.

No. 2033-100, DATED BANGALORE, 16TH NOVEMBER 1901.

ORDER.—Government have, from time to time, had occasion to remark upon avoidable, and sometime culpable delays, in the district and taluk offices and they now consider that the strict enforcement of a proper system of unanswered reference lists and of a careful scrutiny thereof on the part of all revenue officers concerned will doubtless be conducive to a greater despatch of work all round than faults found and observations made in individual cases.

2. Every Amildar, Deputy Amildar included, should in the first week of every month obtain without fail from his officials complete lists (1) of reports and replies due to his official superior; 2) of reports and replies due to himself from his subordinate officers, such as shekdars, etc., and (3) of correspondence pending between himself and the officers of other departments, scrutinise these lists carefully, send reminders promptly, in cases of delay and hold himself personally responsible that no delay of any kind occurs anywhere which is not absolutely unavoidable. A similar procedure should invariably be adopted by the Deputy Commissioners of Districts and by their Sub-Division Officers and Assistant Commissioners. Cases of inexcusable delay should be suitably dealt with.

3. Government trust that the instructions laid down will be strictly attended to in future and that reasonable expedition in the disposal of work will thereby be ensured.

(Sd.) H. V. NANJUNDAYYA,
Secretary to Government,
General and Revenue Departments.

To—The Deputy Commissioners of Districts.